

# YOUR TOWN HALL

## **TOWNSHIP COMMITTEE APPROVES NEW HOURLY WAGE RANGE FOR SCHOOL TRAFFIC GUARDS**

The Committee voted, unanimously, to approve a new wage range that is retroactive back to 2007 and will end in 2010. Ordinance 2009-2995 was introduced at the December 7 Township Committee workshop meeting and held a public hearing on the ordinance before voting to approve it. The ordinance does not state what the previous wage range was, but the new range is from \$9.28 to \$12.71 per hour. The following is a copy of this ordinance for your review.

### **ORDINANCE APPROVING SCHOOL TRAFFIC GUARD HOURLY WAGE RANGE SCHEDULE FOR 2007 THROUGH 2010 AND AMENDING SALARY ORDINANCE 2003-2745**

**WHEREAS**, the Township Administrator has negotiated a proposed Collective Bargaining Agreement with the School Traffic Guard Union which covers the terms and conditions of employment for the period September 1, 2007 through December 31, 2010; and

**WHEREAS**, the wages for the School Traffic Guards require that revised hourly wages be adopted, and it has been determined by the Township Committee that it is necessary that the hourly wage range for School Traffic Guards be adopted in order to authorize the wages for these positions.

**NOW THEREFORE BE IT ORDAINED** by the Township Committee of the Township of Middletown in the County of Monmouth, that Ordinance 2003-2745 be amended to revise the hourly wage range to: \$9.28 to \$12.71 for School Traffic Guards.

HEIDI R. BRUNT  
TOWNSHIP CLERK

## **NEW SALARY RANGES APPROVED FOR MANAGEMENT AND NON- UNION EMPLOYEES**

At the December 21 Township Committee voted 5-0 to approve a new set of salary ranges for management and non-union employees. This revision represents a 2% increase for this group of employees and allows the Administrator to recommend this increase to the employee. The ordinance, 2009-2996, reads as follows.

### **AN ORDINANCE AMENDING ORDINANCE 2003-2751 REVISING SALARY RANGES FOR MANAGEMENT/NON-UNION EMPLOYEES**

**WHEREAS**, Ordinance 2003-2751 established certain titles and salary ranges for Management/Non-Union positions and the Administrator has recommended that a revised salary range be established for certain positions, and

**WHEREAS**, these revised ranges would enable the Administrator to recommended increases of 2% for Management/Non-Union personnel.

**NOW THEREFORE BE IT ORDAINED** that Ordinance 2003-2751 is amended as follows:

Section 1. The annual salary ranges are hereby established as set forth in Schedule A attached and made part hereof.

Section 2. All other ordinances in conflict or inconsistent with this ordinance are hereby repealed to the extent of such conflict or inconsistency.

Section 3. This ordinance shall be effective upon adoption and publication in accordance with the laws of the State of New Jersey

**Schedule A**

# YOUR TOWN HALL

## TOWNSHIP OF MIDDLETOWN MANAGEMENT/NON-UNION PERSONNEL

### SALARY RANGE

#### TOWNSHIP ADMINISTRATOR

\$90,000 — \$156,000

#### POLICE CHIEF

\$89,000 — \$154,000

#### DEPUTY POLICE CHIEF

\$85,000 — \$146,000

#### CHIEF FINANCIAL OFFICER

\$62,732 — \$143,000

#### DIRECTOR, PUBLIC WORKS

\$62,732 — \$121,000

#### MUNICIPAL ENGINEER

\$65,000 — \$110,000

#### DIRECTOR INFO SYSTEMS

\$53,095 — \$113,000

#### DIRECTOR, PLANNING

\$53,095 — \$121,000

#### DIRECTOR, PARKS & REC.

\$53,095 — \$113,000

#### TAX ASSESSOR

\$50,809 — \$115,000

#### ASS'T TWP ADMINISTRATOR

\$50,809 — \$115,000

#### HEALTH OFFICER

\$50,809 — \$115,000

#### CONSTRUCTION OFFICIAL

\$50,809 — \$106,000

#### ASST DIRECTOR, FINANCE

\$50,809 — \$103,000

#### ASST DIRECTOR, DPW

\$50,809 — \$83,000

#### TOWNSHIP CLERK

\$50,809 — \$84,000

#### TAX COLLECTOR

\$50,809 — \$90,000

#### ASST DIR, PARKS & RECFINANCE

\$50,809 — \$83,000

#### ASS'T CONSTRUCTION OFF.

\$50,809 — \$78,000

#### DIRECTOR OF PURCHASING

\$37,915 — \$75,000

#### COURT ADMINISTRATOR

\$37,915 — \$82,000

#### JUDGE, MUNICIPAL COURT

\$33,500 — \$60,000

#### MUNICIPAL PROSECUTOR

\$35,464 — \$60,000

#### MUNI. RECYCLING COORD

\$35,464 — \$70,000

#### DEPUTY TAX ASSESSOR

\$37,915 — \$67,879

#### ASS'T DIRECTOR CDBG

\$36,000 — \$65,000

#### PAYROLL SUPERVISOR

\$35,464 — \$65,000

#### DIRECTOR, COMMUNITY DEV.

\$37,915 — \$61,142

#### ASSISTANT PLANNER

\$35,464 — \$61,000

#### ASSISTANT MUNICIPAL CLERK

\$35,464 — \$59,000

#### SECRETARY TO DEPT HEAD

\$35,464 — \$61,000

#### PUBLIC INFO OFFICER

\$35,464 — \$61,000

#### MANAGEMENT SPECIALIST

\$35,464 — \$61,000

#### TECHNICIAN MIS

\$35,464 — \$59,000

#### CULTURAL ARTS CTR DIR.

\$35,464 — \$58,000

#### FIRE OFFICIAL

\$33,500 — \$65,000

#### WELFARE DIRECTOR

\$33,500 — \$52,913

#### ADMIN. SECRETARY (CONF.)

\$33,500 — \$58,000

#### SECRETARY TO MAYOR

\$35,464 — \$51,000

### PAYMENT OF BILLS FOR DECEMBER APPROVED

Resolution 09-282 authorizing the payment of bills for December 2009 was approved with a vote of 3-2.


The list of bills for the month of December is 122 pages long and total over

# YOUR TOWN HALL

\$15.3M. The period covered runs from November 18 to December 17. I might be hard to read, but the first page of the bill list is below.

**THE TOWNSHIP OF MIDDLETOWN**  
Township Hall, One King's Highway  
Middletown, NJ 07748-2594

Department of Finance  
Telephone: (732) 615-2093  
Fax: (732) 615-2117



Organized December 14, 1867  
"Pride in Middletown"

Deborah Hall, C.M.F.O.  
Acting Chief Financial Officer  
Assistant Director of Finance


Organized December 14, 1867  
"Pride in Middletown"

DECEMBER 21, 2009

RESOLUTION FOR PAYMENT OF BILLS

CURRENT ACCOUNT - 2008	\$ 4,605.00
CURRENT ACCOUNT - 2009	14,219,764.85
SPECIAL TRUST ACCOUNT	521,412.83
CAPITAL ACCOUNT	441,671.33
COMM.DEV.GRANT ACCOUNT	42,784.27
DOG TAX ACCOUNT	6,949.25
GRANT FUND ACCOUNT	69,823.34
SWIMMING POOL - CURRENT	1,597.41
SWIMMING POOL - CAPITAL	262.06
<b>GRAND TOTAL</b>	<b>\$ 15,308,120.34</b>
<b>LESS VOIDS</b>	<b>\$ 15,308,120.34</b>

THIS IS TO CERTIFY THAT THERE IS SUFFICIENT BUDGET APPROPRIATION  
AMOUNT TO COVER THE PAYMENT OF BILLS, AS LISTED AT THE TOWNSHIP  
MEETING OF DECEMBER 21, 2009.

  
DEBORAH A. BALL  
ACTING CHIEF FINANCIAL OFFICER

SPECIAL TRUST CHECK #21069 \$50.00 VOIDED  
REPLACED WITH CHECK #23690  
SPECIAL TRUST CHECK #22959 \$700.00 VOIDED

Save a Life, Save A Neighborhood. Save Taxes - Volunteer!

The entire bill list for the month of December can be found on the township website at:  
<https://data.c3alert.us/file/download/b054031f-62e9-4e6b-bea8-38a5d1f6be6a.file>. It is a 4.5MB file and may take a while to download.

## **EMERGENCY APPROPRIATION FOR 2010 BUDGET TO FUND 2009 EMPLOYEE MEDICAL CLAIMS IS DENIED**

Resolution 09-283 was voted on separately. This was carried over from the workshop meeting at the beginning of the month. At that time the outstanding medical

claims were approved to be deferred into the 2010 budget. That amounted to \$800K. This resolution was for the \$500K estimated balance.

The resolution did not pass because it required 4 votes to pass and the vote was 3-2. At the December 7 meeting Committeemen Byrnes and Short agreed to vote for the balance if a tangible plan was presented to avoid a situation like the town was in placed in this year. At this meeting Committeeman Byrnes stated that he did not vote for this resolution because an adequate plan was not presented.

Mr. Byrnes said that this resolution basically reflects that we have run out of money in 2009. It so happens that these are the last bills that have to be paid. It could have been these bills or some other bills that we no longer have the funds to meet these expenses. He did say that he is mindful that the town must pay its bills. He is still concerned that we have not decided on a plan of action for 2010, therefore he could not vote for this appropriation.

Committeeman Fiore commented that the town is self-funded as far as insurance is concerned. He had asked for an insurance audit in November. Voting against this puts the town into a very precarious situation. Mr. Fiore said that he voted in favor of this because he does feel that something needs to be done. He agreed with Mr. Byrnes and that we will make some changes next year. He went on to ask the Assistant Administrator, Mr. Dunn to explain what the ramifications of voting this down has on the town.

Mr. Dunn explained that there are claim checks waiting to go out. He said that there are discounts that might expire, causing the town to pay more than what is now owed.

# YOUR TOWN HALL

## **RESOLUTION AUTHORIZING TRANSFER OF FUNDS FOR THE 2009 BUDGET PASSES**

Resolution 09-284 was passed to authorize that funds be transferred to cover some expenses that were still outstanding for the year. The vote for this resolution was 4-1 with Mr. Short voting against it. He did comment as to his reasoning to vote against this.

Mr. Short explained that the Committee should be able to know where they are with the budget. He estimates that the town is about \$4M in the hole that we are going to have to make up. He went on to say that no business operates like this and if the town were a publicly traded company nobody would invest in it, including himself. The town basically lacks financial planning and management. There is no plan in place to move into the new year.

He said that the town will continue to have emergency payments throughout the year because a budget is not in place until August when over 50% of the year has passed. The decisions on the following years budget should be made in December so the town can execute them in January.

A copy of this resolution follows for your review:

## **RESOLUTION #09-284 RESOLUTION AUTHORIZING THE TRANSFER OF APPROPRIATIONS IN THE LOCAL BUDGET OF THE TOWNSHIP OF MIDDLETOWN FOR THE YEAR 2009**

**WHEREAS**, Section 40A:4-58 of the Revised Statutes of New Jersey authorizes the transfer of appropriations, during the last two (2) months of the calendar year, to said budget where adopted heretofore by the governing body by two-thirds vote thereof.

## **NOW THEREFORE, BE IT RESOLVED**

by the Township Committee of the Township of Middletown, as follows:

1. That the excess in the appropriations listed in the column designed "FROM" be transferred to the appropriations listed in the column designated "TO" as follows:

9-01-20-100-101-100	Purchasing S&W	\$11,000.00	
9-01-20-100-101-200	Purchasing O&E	\$1,000.00	
9-01-20-110-100-100	Township Committee S&W	\$3,000.00	
9-01-20-130-100-100	Finance S&W	\$21,500.00	
9-01-20-140-100-100	MIS S&W	\$6,000.00	
9-01-20-145-100-100	Tax Collector S&W	\$28,000.00	
9-01-20-150-100-100	Tax Assessor S&W	\$16,000.00	
9-01-23-215-100-200	Insurance Workmen's Comp	\$19,637.07	
9-01-27-330-100-100	Health S&W	\$19,000.00	
9-01-28-370-100-100	Parks S&W	\$55,000.00	
9-01-29-390-100-200	Library O&E	\$10,000.00	
9-01-30-410-102-100	Safety Council S&W	\$1,000.00	
9-01-31-460-200-200	Utilities	\$157,500.00	
9-01-20-165-100-200	Engineering O&E		\$42,500.00
9-01-20-175-100-200	History Preservation O&E		\$1,000.00
9-01-23-220-100-200	Insurance - Employee Health Claims		\$19,637.07
9-01-26-290-100-100	DPW S&W		\$115,000.00
9-01-29-390-100-100	Library S&W		\$10,000.00
9-01-30-410-204-284	Fire Department - LOSAP		\$171,500.00
		\$359,637.07	\$359,637.07
	<b>SWIM CLUB UTILITY</b>	<b>FROM</b>	<b>TO</b>
<b>Account Number</b>			
9-27-55-501-000-100	Swim Utility S&W	\$3,600.00	
9-27-55-503-000-269	Swim Utility Electricity		\$3,600.00
		\$3,600.00	\$3,600.00

2. The Township Clerk is hereby authorized and directed to transmit to the

# YOUR TOWN HALL

Chief Financial Officer and Township Auditor, a certified copy of this resolution.

3. This resolution shall take effect immediately.

4. A copy of this resolution shall be filed forthwith with the Director of New Jersey, Division of Local Government Services.

MIDDLETOWN TOWNSHIP COMMITTEE				
Committee Member	Approved	Opposed	Abstain	Absent
Mayor Brightbill				
A. Fiore				
G. Scharfenberger				
S. Byrnes				
P. Short				

## CERTIFICATION

I, Heidi Abs, Clerk of the Township of Middletown hereby certify the foregoing to be a true copy of a resolution adopted by the Middletown Township Committee at their public organization meeting held on December 21, 2009.

**WITNESS**, my hand and the seal of the Township of Middletown this 21<sup>st</sup> day of December, 2009.

HEIDI BRUNT, Township Clerk

## RESOLUTION TO CANCEL UNEXPENDED BALANCES AND CREDIT THEM TO SURPLUS

The Committee unanimously passed Resolution 09-287 to credit various accounts and move the money into surplus accounts. The surpluses amounted to over \$411K. The following is a copy of the resolution as it was introduced:

## RESOLUTION 09-287 RESOLUTION AUTHORIZING CANCELLATION OF UNEXPENDED BALANCES FOR 2009 TO BE CREDITED TO SURPLUS

**WHEREAS**, the following Current Fund 2009 budget appropriations balances remain unexpended:

Account Number	Description	Amount
<b>Current Fund</b>		
9-01-25-275-100-208	Prosecutor O&E	\$300.00
9-01-43-495-100-100	Public Defender S&W	3,000.00
9-01-45-920-200-300	Debt Service Principal	7,000.00
9-01-45-925-200-330	Debt Service Payment on NJDEA	2.80
9-01-45-930-200-300	Debt Service Interest	0.95
9-01-45-950-200-331	Debt Service - MCIA	2,504.39
	<b>TOTAL</b>	<b>\$12,808.14</b>

**WHEREAS**, it is necessary to formally cancel said balances so that the unexpended balances may be credited to Surplus;

**WHEREAS**, the following Solid Waste District 2009 budget appropriations balances remain unexpended:

Account Number	Description	Amount
<b>Solid Waste District</b>		
9-15-26-305-000-200	SWD O&E	\$350,000.00
	<b>TOTAL</b>	<b>\$350,000.00</b>

**WHEREAS**, it is necessary to formally cancel said balances so that the unexpended balances may be credited to Solid Waste District Surplus;

**WHEREAS**, the following Swim Club Utility 2009 budget appropriations balances remain unexpended

# YOUR TOWN HALL

Account Number	Description	Amount
Swim Utility		
9-27-55-501-000-101	Swim S&W	\$34,809.29
9-27-55-502-000-201	Swim Material & Supplies	\$408.85
9-27-55-502-000-208	Swim Misc. Office	\$239.37
9-27-55-502-000-209	Swim Advertising	\$634.00
9-27-55-502-000-223	Swim Postage	50
9-27-55-502-000-245	Swim Special Programs	688.43
9-27-55-502-000-281	Swim Misc. Contracts	6,007.00
9-27-55-502-000-286	Swim Social Security	3,998.36
9-27-55-502-000-299	Swim First Aid	1,000.00
9-27-55-502-000-402	Swim Insurance Claims	1,000.00
9-27-55-503-000-262	Swim Telephone	700
9-27-55-503-000-273	Swim Water	1,500.00
9-27-55-520-000-326	Swim Bond Principal	0.72
	<b>TOTAL</b>	<b>\$51,036.02</b>

**WHEREAS**, it is necessary to formally cancel said balances so that the unexpended balances may be credited to Swim Club Utility Surplus;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Middletown, New Jersey, that the above listed unexpended balances of the Current Fund 2009 Budget be cancelled.

MIDDLETOWN TOWNSHIP COMMITTEE				
Committee Member	Approved	Opposed	Abstain	Absent
Mayor Brightbill				
A. Fiore				
G. Scharfenberger				
S. Byrnes				
P. Short				

## CERTIFICATION

I, Heidi Abs, Clerk of the Township of Middletown hereby certify the foregoing to be a true copy of a resolution adopted by the Middletown Township Committee at their public organization meeting held on December 21, 2009.

**WITNESS**, my hand and the seal of the Township of Middletown this 21<sup>st</sup> day of December, 2009.

\_\_\_\_\_  
HEIDI BRUNT, Township Clerk

## 4 RESOLUTIONS TO AWARD CONTRACTS TO PURCHASE VARIOUS ITEMS

Resolutions 09-288 thru 09-292 were approved to purchase an ambulance for Middletown First Aid, a front end loader for DPW, material spreaders for DPW, protective clothing for the Fire Department and emergency parts for the Police Dept. The total for these items came to \$314,658.03 and are paid thorough a bond agreement with the MCIA.

## BALANCE OF BUSINESS CONDUCTED ON DECEMBER 21, 2009

There were a few other resolutions that were unanimously adopted that included the awarding a professional engineering contract to CMX for engineering and inspection services that will be performed for the synthetic turf fields that the town will be building. There was a change order for the groundwater monitoring wells at the municipal complex and bids were rejected for the work on dasher boards at the Kunkle Roller Hockey Rink in Leonardo. Approval was granted for participating in a state block grant to fund the "Cops in Shops" alcohol program from 6-1-09 thru 5-31-10 and the Committee authorized the Township Administrator and/or Acting CFO to conduct the towns' financial matters until January 15, 2010.



# YOUR TOWN HALL

## COMMENTS FROM THE TOWNSHIP COMMITTEE

Committeeman Tony Fiore recognized Patrick Short and thanked him for his years of service to the town. He did say that the town has some long range planning that goes a year in advance and we need to get a CFO on board.

Committeeman Sean Byrnes thanked the Mayor for the award that she received for the effort that she put forth in organizing the "Buy Middletown" project. He mentioned that he bought a mulcher and said that he can reduce his disposable waste by 2/3 by removing paper and vegetable matter. Byrnes said that the budget has been an important issue for him since being elected. Structurally, the form of government in town is not organized properly to handle financial and other planning issues. It is very difficult to get any financial planning done with nobody specifically assigned to deal with finances. He said that the past year he has beat a dead horse asking for a finance committee because he saw where the town was headed financially. It was very obvious to him what was coming and now it is too late to do some of the things that could have been done like restructuring and reductions. He wants to focus on 2010 and develop a financial plan or we will be in the same situation as 2009. Government, at all levels, can't continue to do business the way it is currently being done.

Mr. Byrnes noted that this was Mr. Shorts' last meeting and that his primary focus was always the people of Middletown and that he learned a lot from him.

Committeeman Patrick Short advised Mr. Byrnes to stay strong. He said that it was an honor to serve the people of Middletown. A common sense approach to

finances is not being received and when the budget is finally passed the public will see that the suggestions that Mr. Byrnes has made will not be implemented because the town waited too long and did not have a plan.

Committeeman Scharfenberger mentioned that the budget is a very important issue for all of them. It is a year long process. Not having a plan is simply not true. He spoke to the Administrator several weeks ago and he has some clear, innovative steps that he is willing to take. To say that we are not preparing for this is simply false.

Middletown has been at the forefront of shared services and there are impediments preventing the town for doing more. Planning has is now being done now more than in the past. He stated that nobody has a crystal ball to predict how much state aid is going to come and there are a lot of factors that are going to keep us from putting a budget together by the end of next week for the following year. It's just impossible to do.

Mayor Brightbill began by saying that she could not believe that the year is over. She said that the town almost made the goal of having all of the leaves collected by Christmas and congratulated Ted Maloney on the job that DPW has done.

She announced that the town will be working jointly with the Human Rights Commission to collect pet food. Outside the Court Room a container will be placed to collect the food. The pet food will be donated to the SPCA.

## PUBLIC COMMENTS

Jim Grenefage stated that he repeatedly hears that the Committee is doing a great job. He analogized that when it comes to

# YOUR TOWN HALL

---

finances the Committee is just approaching the starting line when the majority of other government bodies are at the finish line. The town has been running without a CFO for the past 6 months and this person should be essential in keeping the finances under control.

Jeanette Wronka thanked Patrick Short for his years of service and showing concern and getting something accomplished to relieve the flooding situation in the Monmouth Ave area of Pt. Monmouth.

Janet Moscuza thanked Mr. Short for keeping the residents of Middletown first. She did take exception to comments that Mr. Scharfenberger said about planning a budget. She wanted to see something in writing that showed that a plan was in process. She said that it needed to be posted on the website. No corporation could function without having a budget going into a new year. The Town Attorney said that the Administrator is legally responsible for the preparation of the budget.

Mr. Byrnes said that he met with the Acting CFO and she provided an estimate of what the expenses will be for 2010. With the shortfalls that are known it is estimated that the town will be short between \$3-5M in the coming year and we should be addressing ways to meet these shortfalls.

Donna Kuntz spoke about the flooding situation on her property in Leonardo. She presented pictures of recent flooding. She noted that there were cracks found by the Township Engineer in the outfall pipe running through her property and is stopping the water from running through the pipes effectively. The water is also flooding her neighbors' yards.

Greg Gibadlo stated that he can't figure out why the town is building artificial

turf fields when it could not pay medical claims. It comes down to poor planning that the town can't plan to meet shortfalls as the year progresses. He also thanked Patrick Short for his service to the town.

Don Watson asked what the balance of the medical claim resolution was that was voted on. The Mayor stated that it was \$550K. He mentioned that another resolution passed tonight to transfer some funds that he thought was close to \$550 and why that could not be used to pay the submitted medical claims. The Mayor stated that it was \$359K and that \$20K went to pay some of the claims.

Mr. Watson said that there is a problem downloading resolutions from the website using Internet Explorer and could not review them from home.

He said that Ms. Kuntz should not have to wait 7 years to get some relief from the flooding on her property. More should be done.

He wanted to know why the town waited so long to pay medical claims. It was explained that these were recent claims. The assistant Administrator said that in the past week there were \$180K in claims submitted.

Bob Superti said that he heard many good suggestions and commented about neighbors putting leaves out after the pickup. He commented that knowing Patrick Short has been a pleasure and people will not forget his stand for the residents in town. His demeanor is the epitome of honor.

Paul Jansen spoke to thank Patrick Short for doing a great job on the Committee. He went on to say that when he comes to the Committee meetings he hears that they are doing a great job, but every year his taxes go up. This year his salary did not go up and he would like to see a year that a budget passes and his taxes do not go up.